

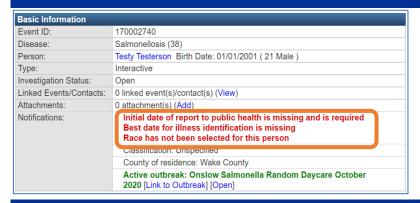




Once all the information has been entered into an event, it must be assigned to the State for review, report to CDC, and closure. Assignment of an event from the county to the state fulfills the legal requirement for your Health Director to report disease cases to the state. The state will review the event and mark it for report to CDC if all required information is complete. State reviewers will return incomplete events or events with questions to the county where they will appear in a workflow for returned events.

Please note: This job aid is not disease specific. Please make sure you are completing all required fields as appropriate for the specific disease event.

Red Notifications



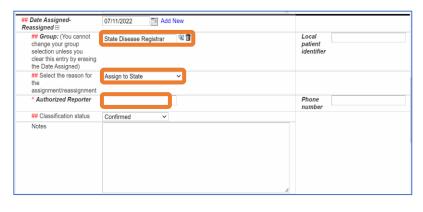
- All red notifications need to be addressed before assigning the event to the State
- If you are unable to accurately complete any required fields, please be sure to note this in your groups block in the investigation trail

Block 1 - Original/Initial Assignment



- Enter your name and phone number as the Authorized Reporter
 - Should the SME have any questions about the event, they need to know who to contact
- Enter any notes into the Notes block
- Click the Add New hyperlink to create a new block

Block 2 - Assign to State



- Select the current date from the calendar icon to populate the remaining assignment fields
- Enter group as State Disease Registrar
- Select the reason as Assign to State
- Select the appropriate classification status
- Save

DO NOT ENTER ANY INFORMATION IN THE AUTHORIZED REPORTER OR NOTES FIELD IN THIS BLOCK